



**ELEMENTARY SCHOOL STUDENTS
(Grades 1-3)
Latchkey Registration Packet
2022-2023**

**Chardon Local School District
Latchkey Program
COVID-19 Waiver of Liability and Indemnification**

1. I agree that I am personally responsible for the safety and actions of my child while attending the Latchkey Before/After school Program at Chardon Local School District. I agree to comply with the Ohio Department of Health policies and rules as well as all Chardon School District policies, guidelines, signage, and instructions. Because Chardon School District's before/after school programs are open for use by other individuals, I recognize that I and my child are at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my child, family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue the Chardon Local School District, its board members, administrators, employees, agents and volunteers (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or my child related to COVID-19 whether caused by the negligence of the Released Parties, any third-party using Chardon Local School District's grounds, or otherwise, while participating in any activity while in, on, or around Chardon Local School District and/or while using any Chardon Local School District facilities, tools, equipment, or materials.

2. I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by me, my child, my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my or my child's interactions with Chardon School District staff and/or use of the Chardon School District facilities, tools, equipment, or materials, whether caused by the Released Parties or otherwise specifically related to COVID-19.

3. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document; I am sufficiently informed about the risks involved in using the Chardon School District's before/after school programming to decide whether to sign this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent and am legally capable of execution of this release and waiver on my behalf and on behalf of the minor child named below; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Waiver of Liability shall be governed by and construed in accordance with Ohio law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Waiver of Liability as a whole. This waiver remains in effect regardless of whether the State of Ohio lifts all COVID-19 related mandates.

Printed Name (Student)

Signature (Parent/Guardian)

Date

ELEMENTARY (GRADES 1-3) LATCHKEY EMERGENCY REGISTRATION FORM

2022-2023 SCHOOL YEAR

Enter Grade Level of Student _____

Please Circle Child's School:

MUNSON ELEMENTARY

PARK ELEMENTARY

PARK AFTERNOON PROGRAM IS HELD AT CHARDON EARLY LEARNING CENTER (MAPLE).

In order to assure adequate staffing, please circle tentative days:

AM Session Days Attending AM MON TUES WED THUR FRI

PM Session Days Attending PM MON TUES WED THUR FRI

CHILD'S Name _____ Birth Date _____

Address _____ HOME Phone _____

E-MAIL ADDRESS FOR BILLING PURPOSES _____

Parent/Guardian's Name _____ CELL Phone _____

Place of Employment _____ WORK Phone _____

Parent/Guardian's Name _____ CELL Phone _____

Place of Employment _____ WORK Phone _____

LOCAL EMERGENCY CONTACT PERSONS (In the event parents/guardians cannot be reached):

Name _____ Relationship _____ HOME Phone _____

Address _____ CELL Phone _____

Name _____ Relationship _____ HOME Phone _____

Address _____ CELL Phone _____

****MAY WE RELEASE YOUR CHILD TO ANY OF THESE EMERGENCY PERSONS?**

Please Circle One: **YES** **NO**

Parents may designate/authorize additional persons to pick up their child from Latchkey by completing the "Additional Emergency Contacts" form on the next page. ****Latchkey staff will require Positive Identification (Picture I.D.) before releasing a child to any unknown person. All Latchkey communication should be in the form of writing TWO Notes (School Office & Latchkey). Note Forms are printed on the last page of the packet (One Note for School Office/One Note for Latchkey).**

CUSTODIAL ISSUES: Parents/guardians who have a custody situation or a restraining order in effect which restricts a particular family member from contact with a child) must supply Latchkey with copies of the completed, signed court documents.

****In an Emergency, may we transport your child to the nearest hospital for treatment? Circle One: YES NO**

Is there any other information we should know? (Allergies (BEE STINGS), Dietary Restrictions, Medications**(See Note Below)-Special Medical or Health Care Needs, Behavior, or Emotional Concerns etc.)?

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

LATCHKEY STUDENT EMERGENCY CONTACT/RELEASE FORM

“ADDITIONAL” LOCAL EMERGENCY CONTACT PERSONS **(IN THE EVENT Parents/Guardians cannot be reached)**

CHILD'S Name _____ Birth Date _____

Address _____ Phone _____

ELEMENTARY BUILDING YOUR CHILD ATTENDS _____

ADDITIONAL EMERGENCY CONTACT PERSONS (in the event parents/guardians cannot be reached):

Name _____ Relationship _____

Address _____ Home Phone _____

Cell Phone _____

Name _____ Relationship _____

Address _____ Home Phone _____

Cell Phone _____

****MAY WE RELEASE YOUR CHILD TO ANY OF THESE EMERGENCY PERSONS?**

Please Circle One: YES NO

Parents/guardians may designate additional persons to pick up their child from Latchkey if previous authorization has been supplied (by the parent/guardian) to Latchkey staff in writing.
****Latchkey staff will require Positive Identification (Picture I.D.) before releasing a child to any other person. All Latchkey communication should be in the form of writing TWO Notes (School Office & Latchkey).**

LATCHKEY BEHAVIOR/GUIDANCE POLICY

Staff instructors act as limit setters; listening, clarifying and supporting choice making. Positive language and manners are used to communicate limits and provide simple, consistent explanations. An environment structured to help children remember limits is provided. Children are recognized with praise for respecting limits. By defining our expectations and limits we endeavor to achieve our program goals of providing a safe, dependable, and enjoyable environment where children feel secure, accepted and free to grow to their full potential.

1. Every child is responsible for his/her own language, manners, and behavior as we are all affected by them.
 - a) Talk politely to everyone. Say “please, thank you, excuse me, you’re welcome.”
 - b) Act responsibly in the building and on the playground. Follow school and playground rules!
 - c) Follow directions given by staff members.
 - d) No swearing/cursing or demonstrating any type of obscene gestures.
 - e) Play fairly and demonstrate good sportsmanship skills.
 - f) Follow all bathroom rules: use the bathroom, wash hands, and exit promptly!

2. Every child has the right to private property and the right not to be threatened by anyone. Children cannot harm others or themselves.
 - a) Leave people’s things alone—“Hands Off”- (includes bookbags, purses, personal items, food, etc.).
 - b) **At all times keep hands, feet, and all body parts to self. No horse playing of any kind!**
 - c) Cannot cause bodily harm to self or another person. **(includes siblings)**
 - d) Be respectful of adult caregivers and other children.
 - e) Solve disputes verbally...not physically. (At all times keeping hands, feet and all body parts to self.)
 - f) NO bullying, teasing, name-calling, pushing, and absolutely NO Spitting/ NO Raspberries.
 - g) Keep a respectful distance from other students so as to not invade their “Air-Space”.
 - h) Play fairly and demonstrate good sportsmanship skills.

3. Every child should help in keeping the building and grounds safe, clean, and attractive.
 - a) Use games and equipment as they are meant to be used. Do not throw objects of any kind.
 - b) Return all equipment to proper storage after use.
 - c) Put garbage in cans, and clean up your own area of paper scraps, etc.
 - d) Put coats and backpacks in designated areas.
 - e) No toys/electronics from home (cell phones/texting or communication devices) are permitted at Latchkey.

A child who is having problems playing within the guidelines of the program is removed from the group to a designated “time out” area until he/she is able to return and deal with the situation in an appropriate manner. The child is always within sight and hearing of the staff. If unacceptable behavior continues, immediate consequences are established and a behavioral summary is issued. A behavioral summary acknowledges the unacceptable behavior and states the appropriate behavior for the latchkey program. Parents/guardians are notified of recurrent problems.

If a child accumulates 2 or more behavioral summaries, a meeting between the parent/guardian, child and latchkey staff will take place and a behavioral contract will be issued. Upon issuance of a behavioral contract, any violation of the contract will result in a 5-day suspension from the Latchkey program. Upon the child’s return to the program, he or she will need to participate in the latchkey program well within the program guidelines (stated above). If the child does not function within the guidelines of the behavior policy, the supervisor may request that the child be suspended from the program for the remainder of the school year.

Any behavior that threatens the physical well being of the child (self), children or staff will merit an immediate automatic suspension from the program for a period of 5 days. In order to return to the program, the child will need to re-enter on a **behavioral contract basis**. Upon issuance of a behavioral contract, any violation of the contract will result in an automatic suspension from the program for the remainder of the school year. *** A child who demonstrates any **“Extreme”** behavior threatening himself or a child/staff’s wellbeing will receive an immediate **expulsion** from the Latchkey program for the remainder of the school year.

Parent/Guardian and Child must sign the Behavioral Policy Guideline.

Parent/Guardian Signature _____ Date _____
Child Signature _____ Date _____

LATCHKEY AT A GLANCE

The Chardon Elementary Latchkey program is being implemented to provide families an affordable and safe childcare option. We will serve children in Grades 1 through 3. Latchkey is held every day Chardon Local Schools are in session. There is no Latchkey when schools are closed for holidays, breaks, calamity days/snow days, or emergency remote learning days. Our staff is trained in first aid, CPR and various in-service training throughout the year. Any questions about Latchkey enrollment should be directed to the Latchkey Director.

In the 2022-23 School Year, the Latchkey Program for Elementary School Students will operate as follows:

- **Munson Elementary Students (Grades 1-3)**
 - a.m. program at Munson Elementary
 - p.m. program at Munson Elementary
- **Park Elementary Students (Grades 1-3)**
 - a.m. program at Park Elementary Auditorium
 - p.m. program at Maple School (308 Maple Avenue - Chardon, OH 44024) CELC
[Park Elementary students are bussed at the end of the school day to Maple School for Latchkey]

Latchkey Enrollment Directions for your Student: Grades 1-3

1. Latchkey Registration/Emergency Form: Please complete one form per child and **mail (or drop off) the form to ATTN: Lauri Zampino, Latchkey Director - Chardon Local Schools Board of Education 428 North Street - Chardon, OH 44024. There is a minimum of 24 hrs of receiving registration before any student can begin the program.**
2. Prepayment of \$90.00 (20 hrs.) for Each Enrolled Child: Make Checks Payable to Chardon BOE.

Childcare time is charged out on the ½ hour and 1 hour increments.
\$4.50 per hour per child (*rates subject to change)
\$2.25 per ½ hour per child

Payment is due when registration is submitted. Latchkey is considered a dropoff service in that children may use the program on an “as needed” basis. A Reminder Payment Slip is issued when the child has five (5) hours left of Latchkey time.

3. PM Latchkey Usage Requires Two (2) Notes: (One for Latchkey and One for the Office) The two (2) notes will state the Daily PM schedule for your child’s Latchkey attendance. **Good communication between home, Latchkey, and the school office is very important.** If an “Emergency” should arise, and your child is “NOT” scheduled for Latchkey, the secretary WILL accept phone calls by 3:00 to send the child to Latchkey for that particular PM session. **Please do not rely on your child to communicate this information verbally to his/her teacher, Latchkey staff, or the school office.** It is YOUR “WRITTEN COMMUNICATION” that verifies your wishes and YOUR responsibility to notify Teachers and Latchkey of all schedule changes.

Please set your watch to the digital clock on the Sign-In/Out table. Our clock is set by the office clock and is checked regularly. All program charges are based on ESST (Eastern Standard “School” Time). Our charges begin when your child enters our care. Minimum charge for any day is one half hour of Latchkey time.

The Following Times May Help You Estimate Your Daily Charges: **TENTATIVE TIMES, SUBJECT TO CHANGE**

AM

6:30-7:00 = 3 hr (max. charge)
7:01-7:30 = 2 ½ hr
7:31-8:00 = 2 hr
8:01-8:30 = 1 1/2 hr
8:31-9:15 = 1 hr

PM

3:30-4:00 = 1 hr (min. charge)
4:01-4:30 = 1 hr
4:31-5:00 = 1 1/2 hrs
5:01-5:30 = 2 hrs
5:31-6:00 = 2 1/2 hrs (max. charge)

Latchkey closes at 6:00 pm Sharp! (Sorry No Exceptions!) The Late Pickup Fee is \$10.00 (per child) for each 15 minutes after 6:01 pm. We suggest that you network with other Latchkey parents/guardians to work out an emergency pickup arrangement if you are in a “jam” or an emergency should arise.

LATCHKEY STAFF NOTE "PM" LATCHKEY ATTENDANCE MANDATORY NOTE

Child Rides BUS # _____ Teacher's Name _____

Please write TWO (2) Notes: One Note for Latchkey (give to Latchkey) and One Note for the School Office. *Notes are mandated for all schedules.

****PLEASE CHOOSE ONLY "ONE" OPTION! ****

My Child, _____, will attend PM Latchkey for the following:

1. **REMAINDER** of the 2022-2023 School Year on the Following Days.
(Please Circle Days) **M** **TU** **W** **TH** **F**
2. **WEEK OF:** _____ **M** **TU** **W** **TH** **F**
(Please Circle Days)
3. **TODAY ONLY:** _____ (Day & Month/Date)

Parent/Guardian Signature: _____ Date _____

PLEASE CUT AND RETURN TO LATCHKEY AND CLASSROOM TEACHER!

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SCHOOL OFFICE NOTE "PM" LATCHKEY MANDATORY ATTENDANCE NOTE

Child Rides BUS # _____ Teacher's Name _____

Please write TWO (2) Notes: One Note for Latchkey (give to Latchkey) and One Note for the School Office. *Notes are mandated for all schedules.

****PLEASE CHOOSE ONLY "ONE" OPTION! ****

My Child, _____, will attend PM Latchkey for the following:

1. **REMAINDER** of the 2022-2023 School Year on the Following Days.
(Please Circle Days) **M** **TU** **W** **TH** **F**
2. **WEEK OF:** _____ **M** **TU** **W** **TH** **F**
(Please Circle Days)
3. **TODAY ONLY:** _____ (Day & Month/Date)

Parent/Guardian Signature: _____ Date: _____